



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Attorney General's Office. Tobacco Enforcement Section.

Agency: Tobacco Enforcement Section		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2012-08	<b>MISCELLANEOUS TOBACCO DOCUMENTS</b> General tobacco-related documents not directly tied to enforcement actions under IC 24-3.	TRANSFER to the RECORDS CENTER one (1) year after closure of file. DESTROY in the RECORDS CENTER after an additional five (5) years.
2	2012-07	<b>TOBACCO ENFORCEMENT DOCUMENTS</b> All records relating to the enforcement of tobacco laws under IC 24-3.	TRANSFER to the RECORDS CENTER ten (10) years after closure of file. DESTROY in the RECORDS CENTER after an additional fifteen (15) years.